**Steps to Add Vendors to Panthermart or Spectrum**

Please have vendors complete and sign the proper form (listed below) and attach it in an email ([suppliers@gsu.edu](mailto:suppliers@gsu.edu)) when requesting to have vendors added to the system.

**PLEASE** include the vendor’s email address and telephone/fax number. We **MUST** have this information before we can enter vendors into the system.

Foreign vendors must complete the W8BEN (individuals) or W8BEN-E (companies) form. Please have new domestic vendors complete the EFT form as well so that we can send payments through direct deposit.

**W-9 or vendor profile form** - Domestic/US vendors (Non GSU employees or students - **MUST** include email address and telephone/fax number)
Links to forms: [W-9 Form](#)  [Vendor Profile Form](#)

**W-8BEN – Foreign individuals** (please include email)
Links to forms: [W-8BEN Form](#)

**W-8BEN – E – Foreign companies** (please include email)
Links to forms: [W-8BEN-E Form](#)

**GSU Students** – Email the student’s name, mailing address, and Panther ID number (No tax or vendor form needed)

**EFT Form** – This form is used to initiate, edit, or cancel direct deposit payments. Contact Purchasing Department at 404-413-3150 to request this form.

The request should appear in the database within 2-3 business days. If you do not see it after this time frame, please email [suppliers@gsu.edu](mailto:suppliers@gsu.edu) or contact Purchasing at 404-413-3150.